

## Shasta Local Agency Formation Commission

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### MINUTES

#### Regular Meeting – August 3, 2006

(These Minutes are not intended to be a verbatim transcription of the proceedings and discussion associated with the business on the Commission's agenda; rather, what follows is a summary of the order of business and general nature of testimony, Commission deliberation, and action taken.)

Draft Minutes of the Call to Order/Roll Call/Introductions Chair Miller called the meeting to order at 10:02. Commissioners Clarke, Cibula, Farr, Langfield, Mathena and Miller were present. Executive Officer Mickelson was also present.

Pledge of Allegiance: Commissioner Cibula Led the Pledge of Allegiance

Open Time: The Public Comment period was opened; however, no comment was submitted.

#### Consent Agenda:

The minutes from June 15, 2006 and June 29, 2006 were distributed. In order to review them, it was moved and seconded (Cibula/Mathena) to continue the approval to the next regular meeting. The motion passed by a voice vote. Commissioner Clarke asked Commissioners to keep the distributed copies to avoid having to make additional copies at the next meeting date.

#### Operations & Administration:

The FY 2006-2007 1<sup>st</sup> Quarter Claims Register was moved for approval (Clarke/Langfield) and passed by a voice vote.

The Lease Agreement Extension for 1644 Market Street, SU 244 was reviewed. It was noted that there were no changes from the original lease, other than the effective dates. Approval was moved and seconded (Clarke/Mathena). The motion passed (5-0-2), with Commissioners Cibula and Langfield abstaining.

Commissioner Miller was nominated as the 2006 CALAFCO Conference Voting Member and Commissioner Farr was nominated as the Alternate (*Mathena/Cibula*). *The motion passed via voice vote.*

The policy regarding frequency of meetings was reviewed. It was determined that the current schedule of meeting every other month, with Special Meetings as needed, was effective at controlling costs and staff time. No action was taken and the policy remained in effect.

The Executive Officer distributed the Draft LAFCO Personnel Policies. She asked that the Personnel Committee meet to review, amend and make a recommendation to the full Commission. The Committee scheduled a meeting for August 8<sup>th</sup> at 4:00 pm.

**The Executive Officer discussed the need for LAFCO to approve their own travel policy to insure that Commissioners and Staff would receive their total reimbursement owed when traveling to Conferences and Workshops on behalf of LAFCO. Draft policy was presented to the Commission for their consideration. Discussion followed.**

Commissioner Cibula made the motion to adopt the policy as presented, along with the Internal Revenue Service (IRS) guidelines regarding travel and reimbursement, in total. Commissioner Langfield provided the second. Discussion on the motion occurred, regarding the lack of IRS guidelines for consideration at the time of the meeting. By agreement of the providing parties (Cibula/Langfield), the motion was withdrawn. The Executive Officer encouraged the Commission to take some action due to the upcoming CALAFCO Conference.

Commissioner Mathena moved to approve the draft policy as presented, with direction to staff to research what limitations each of the three incorporated cities place on travel reimbursement and instruction to bring the policy back with the accompanying research, for further review at a later meeting. Commissioner Clarke provided the second. Discussion followed. The motion passed (5-2-0), with Commissioners Cibula and Langfield abstaining.

The Executive Officer and Commissioner Clarke discussed the recent negotiations that had taken place to draft an agreement with the Auditor for funds holding and disbursement services. It was noted that the agreement had been approved by the Board of Supervisors at their previous meeting. The drafted agreement was presented for approval (Cibula/Clarke) and passed by a voice vote.

The Executive Officer presented the issue of establishment of commercial accounts in LAFCO's name. She noted that most companies require a link to a credit card or a proven account history prior to establishing credit. This issue has required the Executive Officer to incur many charges on her own personal credit card and then have to seek reimbursement.

The Executive Officer requested that the Commission consider the opening of a low-limit checking account, with a debit card linked to it, in order to open accounts with such firms as Office Depot and Pitney Bowes (postage meter). She proposed that the checking account transactions be limited to debit card transactions and would appear for approval by the Commission at each LAFCO meeting. The transactions should also be made available to the Executive Committee in an online form for review and monitoring as they see fit. She also proposed that when the balance of the account begins to diminish below a certain mark, a vote of the Commission would be necessary to add additional funds to the account.

The Commission discussed the issue. The question was raised as to the original deposit amount should be. The Commissioners discussed the idea of a \$2,000 original deposit. More discussion followed. By motion made, seconded (Mathena/Clarke), and carried (5-1 Cibula), the Commissioners took the following action, which was listed on the Agenda as Item 5H – Operations and Administration:

Approved and authorized the LAFCO Executive Officer to establish a checking account at a local bank, with an original deposit amount of \$2,000. The Executive Officer will have signing authority for the debit card that shall draw on the account. The Executive Committee shall have online oversight to account activity. Account activity shall come to the full Commission as a review item at each LAFCO meeting. Additional deposits to the account will require Commission approval.

A review of Shasta LAFCO Committee Structure and Members was held. It was determined that the Personnel Committee and the Independence Committee should be disbanded, and an Executive Committee created. By motion made (Cibula/Farr) the Independence Committee was disbanded, effective immediately; the Personnel Committee would sunset on October 5, 2006 and the Executive Committee formed immediately. The Executive Committee was formed as the Chair, Vice Chair and one additional member named. The additional member named was Commissioner Clarke.

Changes of Organization and/or Reorganization:

The Romar Homes Annexation to CSA #17 was not ready for hearing and would be brought back at a later meeting, due to last minute changes on the proposal.

The Chase Annexation to CSA #17 was presented. It was noted that the application was within the Sphere of Influence of the CSA and was a 100% consent proposal. The Executive Officer presented the Staff Report. Mr. Steve Prezler, from the Shasta County Department of Public Works also provided information regarding the proposal.

By motion made (Mathena) and seconded (Clarke), the annexation passed and the Chair authorized to sign the Resolution 06-07.

At 11:20 am the Conducting Authority hearing for the Cottonwood Water District Reorganization was opened. No protest or comment was submitted. The hearing was closed at 11:20 and the Executive Officer was instructed to file the project as mandated by statute.

Commissioner Announcements

Commissioner Mathena noted the ongoing efforts regarding regional planning, namely the I-5 Corridor Study. He also stated that he would be attending the Western Council of Governments meeting in Portland to learn more about partnership funding that might be available.

Staff Announcements

The Executive Officer presented the Executive Officer report, hereby incorporated as a part of this written record. She also noted the upcoming CALAFCO Conference, September 5-7, 2006 in San Diego.

The Chair invited all those present to join the Commission at the LAFCO office immediately following adjournment to celebrate the successful transition to independent operations.

The Next Regular Meeting was noted as October 5, 2006 at 10:00 am

Chair Miller adjourned the meeting at 11:50 am.

Respectfully submitted,

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Amy Mickelson  
Executive Officer and Clerk to the Commission

\*\* Items noted in **bold** have been added to the minutes since their original distribution.